Inserting Columns in Word

This guide will show you how to add column formatting to selected text in an existing Word document. You can also use the techniques shown when creating new Word documents.
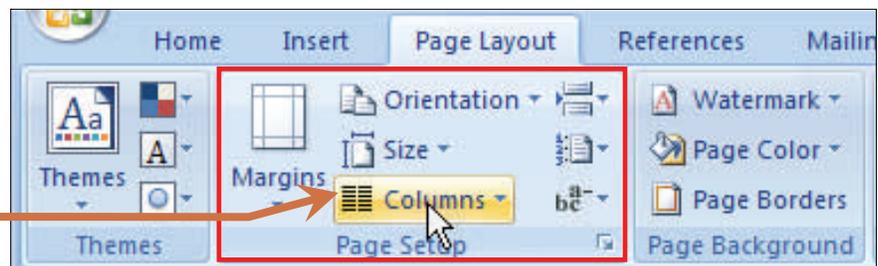
1.) My first step is to open an existing Word document. I left-click and drag my cursor over the text I wish to split into columns. The text will be highlighted.

2.) In the **Page Setup** section of the **Page Layout** tab on the **Office Ribbon**, I go to the **Columns** icon and click on it.

3.) The **Columns** drop-down menu will open, allowing me to choose any of several configurations; I'm choosing to go with two columns, so I click on that choice.
(There's also a "**More Columns…**" option, which I'll explore later.)

4.) As soon as I click on the two column option, the dialog box goes away, and Word automatically sorts the text into two columns, as shown at right. (Clicking outside the selected text will remove the shading.**)**

5.) Here's the result of a choice of *three* columns, instead. I think I like this one, but I'm going to look for some additional enhancements.

> If you suffer from frequent headaches of any type, consult a doctor to find out what might be the causes and review the following factors that could be contributing to the problem:
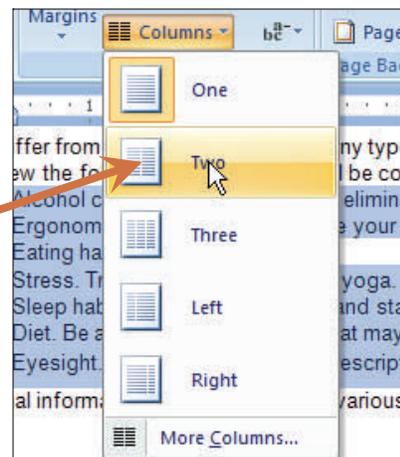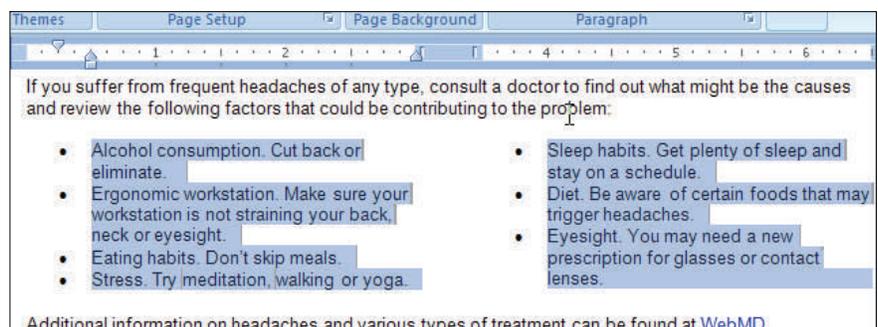>
> - Alcohol consumption. Cut back or eliminate.
> - Ergonomic workstation. Make sure your workstation is not straining your back, neck or eyesight.
>
> - Eating habits. Don't skip meals.
> - Stress. Try meditation, walking or yoga.
> - Sleep habits. Get plenty of sleep and stay on a schedule.
>
> - Diet. Be aware of certain foods that may trigger headaches.
> - Eyesight. You may need a new prescription for glasses or contact lenses.
>
> Additional information on headaches and various types of treatment can be found at WebMD.

**6.)** Going back to the **Columns** menu box on the **Ribbon**, I click on the "**More Columns**" icon.
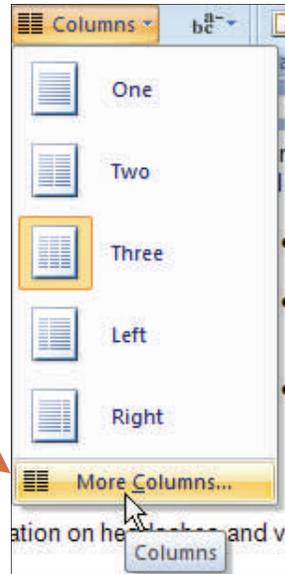
7.) The Columns dialog box opens. Note that the **Presets** section repeats the same choices in the icons above. However, the "Number of columns:" section will allow me to choose up to 13 columns.

Just to its right, I'm given the choice of putting a line between any two of my columns. I'll check-mark this box,

then click the **OK** button.
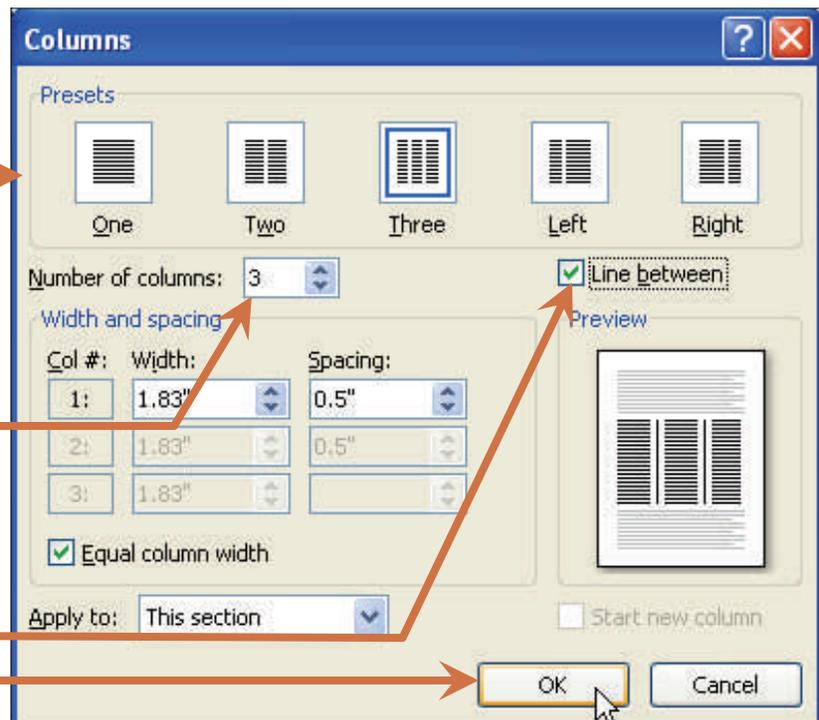
8.) Here's my text again, this time with lines between the columns:
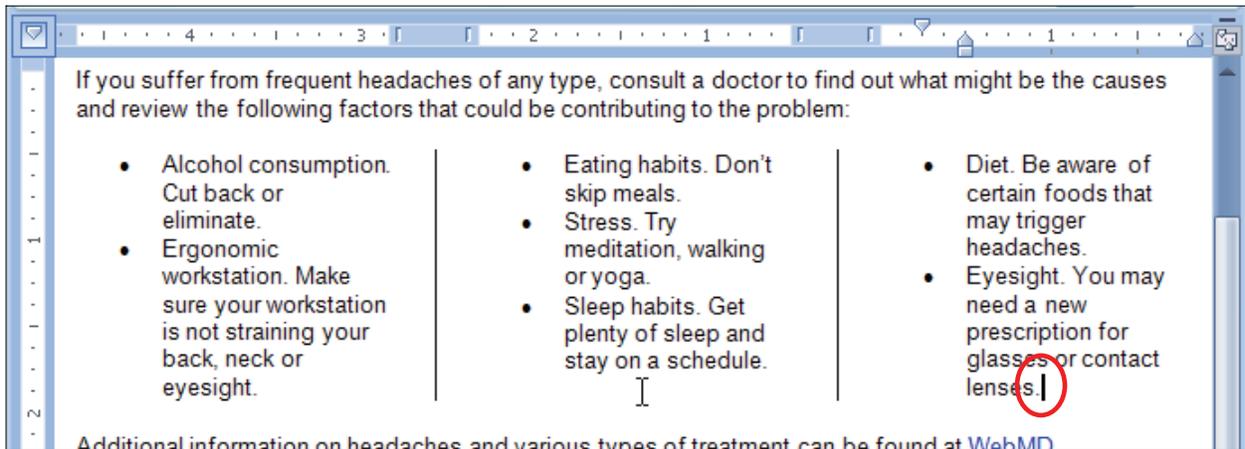
There's still more white space than I want, however. Also, paragraphs with many short lines — some with only one word — are more difficult to read. How can I correct this? In at least two ways. In the **Columns** dialog box in **7.** above, in the **Width and spacing** section, I can adjust the width of each column, and the gaps between them.

9.) Or I can use the Ruler. In the illustration above, note that the 3rd column has a text insertion point after the word "lenses." Whenever that is the case — or if there is selected text in any of the columns — each column gets its own ruler segment (running forward or backward from the beginning of the selected column). In addition, the "chosen" column also has a full set of indentation icons on its ruler segment.
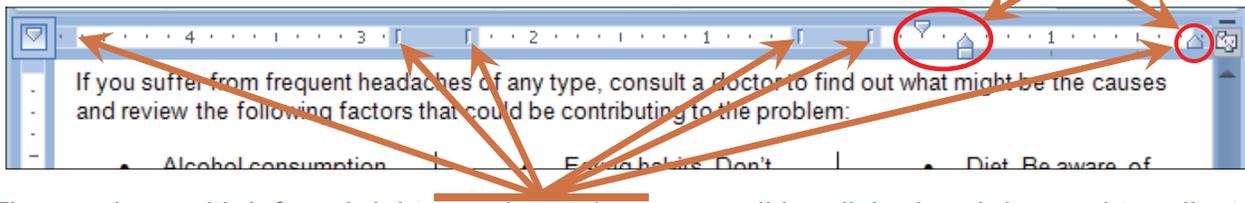
These, along with left and right margin markers, may all be clicked and dragged to adjust the size and spacing of my columns, and the text within them.

10.) After making these adjustments, my text now looks like this, cleaner and more legible: